



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

Directorate F. Horizontal aspects of rural development
F.1. Environment, GMO and genetic resources

11.AVR08 008897

Brussels,

G:\GENETIC RESOURCES\1.REG 870-2004\2008

Implementation\Actions\001 Leafy Veg\001 Additionnal tech.
info. + serious problems with financial statement 2008.doc

F.1/ph D-9811

Subject: Grant 001 AGRI GEN RES 870/2004
"Leafy vegetables germplasm, stimulating use"
Additional information for the technical report
Serious shortcomings of the first annual financial statement

Dear Mr Dijkhuizen,

We have received your first annual interim technical report and financial statement on 18 March 2008. We ask you to submit additional information for the technical report and a corrected financial statement. The latter has such serious shortcomings that it is not receivable.

The independent expert needs for the evaluation the **technical report** the following additional information:

- WP1- tasks 1 & 3: the template of the format for the exchange of passport data.
- WP2 – task 1: the descriptor lists.
- WP2 – task 3: the details on the final conditions (i.e. field or greenhouse. What kind of isolation was used).
- WP2 – task 5: details of the agreed format.
- WP3 – task 2: details of the final choice of the method used for the evaluation of confirmation that the protocol described has been followed.
- WP5 – task 2: provide statistics/indicators regarding the partners' use of the internal webpage and explain why the external webpage has not been updated yet.

In the attachment 1, we provide the summary of our observations concerning the **financial statement** to assist you preparing a corrected statement. As a detailed review has to be finalized yet, further requests might follow.

REGISTERED

Stichting Dienst Landbouwkundig Onderzoek (DLO)

t.a.v. de Heer A.A. Dijkhuizen

President Executive Board

Costerweg 50

6701 BH Wageningen

The Netherlands

ARCHIEF BC WUR.	
NR:	08/CVB 0090
TER BEH:	Dijkhuizen - JZ
17 APR 2008	
KOPIE:	

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Office: Loi 130 10/189. Telephone: direct line (32-2) 2962774. Fax: (32-2) 2966255.

E-mail: Peter.Hirschfeldt@ec.europa.eu

We ask you to submit the requested additional technical information and a corrected financial statement (paper and electronic) within the 30 days period established in Article I.5.2, i.e. not later than 13 May 2008.

In this respect, I would like to remind you that the grant agreement foresees in Article I.5.2 that the technical implementation report and the financial statement shall be sent together with the payment request.

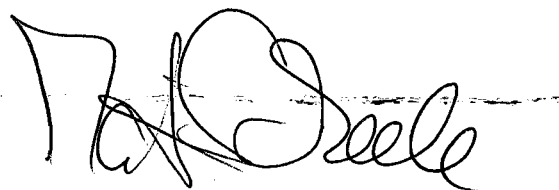
Following Article I.5.2 of the grant agreement, the Commission shall have 45 days to approve or reject the technical reports. Furthermore, the interim payment shall be made to the coordinator within 45 days following the approval by the Commission of the documents accompanying the request for interim payment.

In summary, the Commission has two consecutive periods of 45 calendar days for assessing the reports and executing the payment. Please note that Article II.15.3 stipulates that, if additional information is requested, the time limit for the scrutiny shall be extended by the time it takes to obtain this information.

We are looking forward to receiving the requested technical information and the corrected financial statement.

In this context, we would like to state that this letter does of course not imply the approval of the submitted technical report nor financial statement.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Scheele', with a horizontal line drawn through it.

Martin SCHEELE
Head of Unit

Attachments

1. summary of observations
2. e-mail from 28 February 2008
3. user manual for EXCEL solution (sent via e-mail 22 Nov 2007)

Summary of observations for financial statement

- We have no knowledge of how the templates were processed after we had sent them to DLO. However, when comparing the empty template we had sent to DLO with the now completed templates we have received from DLO, it becomes obvious that the **workbook "coordinator.xls" does not work properly any more**. The sheet "Adding up €" does no longer add up the totals for the eligible cost and as logical consequence the overheads and Grand Totals, as well as the requested EU Contribution(s) are no longer calculated, and consequently the sheet "claim" does no longer provide the €-amount claimed from the Commission. As stated in our e-mail of 28 February 2008, we repeat our recommendation that the coordinator **starts again with the empty templates received from us**, to add one by one the workbooks received from the partners and to verify after each step that the templates of "coordinator.xls" are still correct.
- We ask the coordinator **to submit and sign the forms of "coordinator.xls"** in the financial statement's paper version.
- We ask the coordinator **to submit the signed claim form**; see also the e-mail from AGRI-RESGEN to Mr Kik on 06 December 2007 and answer 23 in our Frequently Asked Question (FAQ) document: "... the signed cost claim is the basis for the payment ...". DLO, in its role as coordinator, did not prepare, sign and submit the claim form [*'invoice'*] for the action 001. Because of the missing claim, **the financial statement has unfortunately to be considered as non-receivable and cannot be processed further**. Just for completeness it is mentioned here that partner 11 did actually submit via the DLO a signed claim; however, this claim is not receivable either – only DLO, in its role the coordinator, can submit a claim.
- We ask the coordinator **to update the exchange rates** in the workbook "coordinator.xls" as requested in the user manual of the application and FAQ 23. The Grant Agreement, Article I.5.4 establishes which exchange rates shall be used and furthermore requires that the coordinator shall submit the claim in euro only.
- We ask the coordinator **to update the eligible and total budgets** in "coordinator.xls". At least the transfers mentioned in our note 017325 of 05 July 2007 shall be shown in the third columns "update budget ..." of these two sheets.
- We ask the coordinator **to correct the inconsistency between the signed paper version and the electronic version on CD**. The coordinator declares the travel expenses to Magdenburg and Los Angeles as non eligible on the CD but as eligible on the signed papers.
- We ask the coordinator **to obtain an explanation from Partner 06** why one item of the personnel cost is declared (on paper and on CD) as non-eligible while other similar items are declared as eligible.
- We ask the coordinator **to mark the expenses from partner 12 as non eligible**. See Grant Agreement, Annex IIa and Article I.3 c).

- We ask the coordinator to **submit for Partner 12 a revised workbook "P12"** without converting the CHF-amounts into EUR-amounts on the sheet "sums".
- The partners shall send to the coordinator one set of the supporting documents, which are to be kept by the coordinator. The coordinator shall keep this complete set of the supporting documents to facilitate audits. We trust that for each partner one set of supporting documents is available at the coordinator's site. See also Grant Agreement, Article I.3.1.i) and FAQ 23.

Therefore, additional copies of these supporting documents had not to be submitted to DG AGRI together with the interim reports. Other coordinators followed the guideline more closely and, for this reason, **submitted significant less voluminous interim reports.**

When required, we would ask the coordinator for supporting documents on a case by case basis.

HIRSCHFELDT Peter (AGRI)

Attachment 2

From: HIRSCHFELDT Peter (AGRI)
Sent: jeudi 28 février 2008 15:13
To: 'Linsen, Rinie'
Subject: Problems of your EXCEL sheets

Dear Mrs Linsen,

I do not know if I have found all problems yet; but there is certainly a major problem with the data you received from partners 2 and 12.

I propose that you start again with the empty sheets you have received and carefully overwrite partner by partner, **but not partners 2 and 12**. During this process, verify frequently if the coordinators sheets are still correct. If needed, you should make back-up versions of the entire folder throughout the process.

To solve the problems for the partners 2 and 12, someone has to re-enter their expenses in the respective "empty" sheet we had sent you. For partner 2, it is important that no rows are deleted, inserted or reformatted (this caused most of the problems you are having). For partner 12, it is important that the content and structure of the sum sheet is not overwritten (overwriting the sum sheet with currency conversation data caused, of course, problems). You will recall that it is only the coordinator who converts non-EUR currencies into EUR. In addition, partner 12 indicated an amount of "zero" with "-" instead of using "0".

Let me know if you encounter additional problems.
 Peter

PS Using (also) the e-mail AGRI-REGEN assures that someone can reply in case the individuals, which you are contacting, are not available.

Disclaimer CE DG-AGRI:

This message represents solely the views of its author and can not in any circumstances be regarded as the official position of the Commission. It is intended solely for the person to whom it is addressed and may contain confidential information. If you have received this message in error, please notify me as soon as possible.

Notice légale CE DG-AGRI:

Ce message exprime uniquement les points de vue de son auteur et ne saurait en aucun cas être considéré comme une position officielle de la Commission. Il est destiné uniquement à la personne à laquelle il est adressé et pourrait contenir des informations confidentielles. Si vous avez reçu ce message par erreur, merci de m'en avvertir le plus rapidement possible.

From: Linsen, Rinie [mailto:rinie.linsen@wur.nl]
Sent: Thursday, February 28, 2008 10:46 AM
To: HIRSCHFELDT Peter (AGRI); DE BRUYNE Dirk (AGRI)
Cc: Kik, Chris
Subject: KIK.zip
Importance: High

Dear Mr Hirschfeldt

Herewith I send you the zip of the finance report from the Leafy Veg project Contractnumber AGRI-2006-0262

Please will you look by Coordination. In this format will by an error Before I send this by you on DVD please look what is the problem

With kind regards
 Rinie Linsen

20/03/2008